



# 12<sup>th</sup> Meeting of the Hydrographic Services and Standards Committee

## **Logistic Information for VTC testing and meeting sessions** (Version 1.1, dated 15 October 2020)

HSSC-12, VTC Testing Sessions **13 October** and VTC Chair Group and Plenary Meeting Sessions, **19-22 October 2020**



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# Registration

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1. Participants in HSSC12 are supposed to be registered through the IHO online registration system (creation of user account if not existing yet, record of their own ID and password in their own files, then registration in the selected IHO event (HSSC12 here))

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## Online Registration

Participants to IHO Meetings and Events are invited to use the IHO On-line Registration.

[Go to the IHO On-Line Registration](#)

IHO Online Registration

Online Registration | Registered Lists

### Online Registration

Event No	Title	Registration Open (from/to)	Event Period	Venue	Register for Event	Participants
22	4th S-100 Working Group Meeting (S-100WG4)	01-11-2018 ~ 23-03-2019	27-02-2019 ~ 01-03-2019	Aalborg, Denmark	<a href="#">Submit</a>	<a href="#">View</a>

### News

- IHO releases new standards for hydrographic surveys**
- Audience with HSH Prince Albert II & priorities for the new Directing Committee**
- World Hydrography Day**



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2. Registered Participants in HSSC12, as indicated above, will then be registered into the HSSC12 gotowebinar system **by the IHO Secretariat**. You don't need to register again.
3. The database used by the IHO Secretariat for HSSC12 is the one corresponding Doc. [HSSC12-01B – List of Participants](#), which is updated on a regular basis. Please check your registered email address on this list.
4. The gotowebinar system will use this registered email address to provide you with instructions to Join the Webinar. They will be automatically emailed to you, every day of the VTC sessions.  
→ **So, to receive Instructions (with link to connect), please make sure that it is the registered email address that you will be using on the day of the VTC sessions**

If it is not the case, please send the new email address to: [info@iho.int](mailto:info@iho.int) using the following

Subject and Message body texts:

Subject: *HSSC12 VTC – registration*

Text: *Country and/or Organization, First Name, Family Name, email address (to be used for HSSC12 gotowebinar testing and meeting sessions)*

**You don't need to make any change in your IHO user account in the IHO online registration system!**



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Then, you will receive an email from the IHO Secretariat with instructions in Box 1 below, providing you with the HSSC12 VTC meeting link “**Join Webinar**”, every meeting day, including HSSC12 VTC Testing sessions, at about an hour before the beginning time of the VTC session

1



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Thank you for registering for "IHO HSSC 12 VTC".

This webinar is for the IHO Hydrographic Standard and Service 12(HSSC12) meeting. Please send your questions, comments and feedback to: [info@iho.int](mailto:info@iho.int)

**How To Join The Webinar**  
Tue, Oct 13, 2020 8:00 AM - 10:00 PM CEST

Add to Calendar: [Outlook® Calendar](#) | [Google Calendar™](#) | [iCal®](#)

**1. Click the link to join the webinar at the specified 2nd date:**

Join Webinar

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In the case you do not have the **gotomeeting/gotowebinar\*** application already installed on your computer, or if you are unauthorized to download and install it on your professional computer, please consider using another computer/private laptop on which you have admin rights, and install it proceeding as follows :

1



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Run GoToWebinar Opener

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3





# IHO Once connected...

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Attente de l'affichage de l'écran IHO Secretariat Leonel MANTEIGAS

Intervenant(s) : International Hy... Tous Webcams Capture d'écran

Chair\_Parry OEI

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1. Please expand the Gotowebinar Menu/Toolbox

10:36 AM 10/6/2020



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# Once connected...

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1. Please **Mic [Muted]** and **Camera [OFF]** during the meeting.

2. When you want to speak, turn **Camera [ON]** and type "**Floor**" in the Chat tab. When Chair gives you the floor, then **Mic [Unmuted]**.

*\* Please keep in mind returning your Mic [Muted] and Camera [Off]*

The screenshot displays the GoToWebinar interface. At the top, there are tabs for 'Webcam', 'Audio', and 'Attendees: 2 of 501 (max)'. Below these are icons for 'Attendees (0)' and 'Staff (2)'. A 'NAMES' list shows 'IHO (Organizer, Presenter)' and 'Korea, Republic (Panelist, Me)'. A 'Chat' window is open, showing a text input field with the word 'Floor' typed in. Below the chat window, there is a 'To:' dropdown menu set to 'IHO (Organizer, Presenter)' and a 'Send' button. At the bottom, the text 'Internal Testing for IRCC12' and 'Webinar ID: 500-508-851' is visible, along with the GoToWebinar logo.



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**5. During the VTC sessions, panellists' rights (camera, audio, screen sharing) will be granted to every participant.**

**At the opening of VTC sessions, per default panellists' rights are allocated to HSSC Chair/WGs/PTs Chairs and HSSC Secretariat only.**

## **6. Basic *etiquette*:**

- You are kindly invited to be concise in your comments/questions/ oral statements
- The **Chat function** should be limited **to request the floor**, not to provide support, or extensive comments or arguments, unless it is requested by the Chair.
- Silence procedure means basically that you support the proposal.
- The use of headset is highly recommended when you intervene to prevent from Larsen effect/feedback in the microphone. If headset is not available, please decrease the volume of your loudspeakers while speaking.

“See” you soon